

**TIPPECANOE COUNTY PUBLIC LIBRARY
REGULAR MONTHLY BOARD MEETING**

Tuesday, October 6th, 2020

McAllister Room B

627 South Street, Lafayette, Indiana, 7:00 pm

5:45 P.M. – Strategic Planning Meeting

RECEIVED

OCT 05 2020

Call to order

Pledge of Allegiance

Approval of Minutes: September 1st, 2020

County Librarian's Report for October 2020

Approval of Personnel Actions October 6th, 2020

COMMITTEE REPORTS

Facilities

Finance

Personnel

Nominating

Foundation Liaison

Friends Liaison

OTHER REPORTS:

Friends of TCPL

TCPL Levy Rate – Update

OLD BUSINESS:

Automation Position

NEW BUSINESS:

2021 Budget Adoption

OTHER BUSINESS:

Approval of Claims

Comments from the Public

Comments from the Board

Comments from the Director

ADJOURNMENT

TIPPECANOE COUNTY PUBLIC LIBRARY

REGULAR BOARD MEETING

627 South Street, Lafayette, Indiana

September 1, 2020

MINUTES

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, August 27, 2020 in conformity with the Indiana Open Meeting Act.

PRESENT:

Gail Summers, President
Stephen Bultinck, Vice-President
Mary Springer, Secretary
Dave Lahr, Treasurer
Brandon Hawkins, Member (via Zoom)
Lora Goonewardene, Member

ABSENT:

Mida Grover, Member

GUESTS

Jim Plantenga, Friends President
Jos N. Holman, County Librarian

Prior to the Board meeting at 7:00 p.m. Vice-President Stephen Bultinck convened a Public Hearing on the 2021 budgets. No one from the public spoke to the 2021 budgets. Board Treasurer Dave Lahr moved to adjourn the public hearing at 7:03 p.m. Board Secretary Mary Springer provided a second and the motion passed.

Board Vice-President Stephen Bultinck chaired the regular Board meeting and called it to order at 7:04 p.m. A quorum was declared to conduct business for the library. Mr. Bultinck requested Board member Brandon Hawkins lead the Board in reciting the Pledge of Allegiance. He did so.

Mr. Hawkins moved the **Board Minutes** of August 4th, 2020 be approved as presented. Board Treasurer Dave Lahr provided a second. The motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman reported on a few activities associated with library operations. Mr. Holman indicated the retirement of Alison Moss at the end of October 2019, left TCPL's Reference department without a full-time supervisor. TCPL hired a new Head Reference Librarian, Victoria (Tori) Tracy. Tori started work August 24th and is training with the County Librarian. Tori's professional library experience covers public and academic libraries and includes a stint as a library director at a small public library in Illinois. Also a new Library Assistant started in the Reference department on Monday, August 31. Carissa Yonan is a Purdue graduate who has worked with rare manuscripts and is planning to enroll in a remote learning MLS program. Mr. Holman reported the first collaboration between the Wea Prairie Branch and Wea Ridge Elementary took place Thursday, August 13th, 2020, when two TCPL staff members participated in a school event called **"Meet the Kindergarten Teacher"**. Staff members interacted with an estimated 75 kindergarten students and their families. Staff members were able to create ten library accounts, replace five lost cards, and renew several library accounts as well. TCPL anticipates more

opportunities for collaboration in the future. Mr. Holman announced plans are being made for TCPL Staff Day which takes place on Monday, October 12th. A key aspect of the morning activity will include engaging work with strategic plan consultant, Amanda Standefer. Likely, activities this year will be shortened to spend fewer hours together in a large group, but lunch is still planned for the staff. Finally, Mr. Holman informed the Board that starting September 8th, TCPL would make the first open hour available to all library customers, not just seniors and others at risk. Based on current use and visitor numbers, it appears TCPL can make this change without any negative impact on current users. By consensus, the Board supported the change.

Board member Brandon Hawkins moved to approve the September 1st, 2020 **Personnel Actions**. Mrs. Springer provided a second to the motion. The motion passed.

There were no **Committee Reports**.

Under the heading of **Other Reports**, President Jim Plantenga reported on activities taking place with the Friends of TCPL. Mr. Plantenga indicated the Friends were very pleased with the results of the Kids Grab Bag Sale. The Friends sold 250 bags of children's books at \$5 per bag. The Friends are also planning a one day "Friends members only" sale on Saturday, September 19 in the employee parking lot. The event is being governed by guidance from the Tippecanoe County Board of Health and will include hand sanitizer, cleaning supplies, and gloves. The total number of attendees per hour will also be governed by health department guidelines. Also, under the heading of **Other Reports**, Mr. Holman presented information about TCPL's tax levy. Based on a proposal put together by representatives from Baker Tilly, formerly Umbaugh and Associates, the proposal showed the estimated tax levy for new debt TCPL might issue in 2021. Because of making the final payment on the bond for Wyandotte in 2020, TCPL needs to consider its future tax rate. The proposal highlighted what the debt levy would be with \$8 million in new debt. The Board had several questions and thoroughly discussed TCPL's finances as it relates to future capital projects activities. No action was taken on this topic.

Under the heading of **New Business**, there were several items to consider. The County Librarian presented information on new state laws found in Senate Enrolled Act 410. There are several required items in the newer law that applies to public libraries. One item requires libraries to have criminal history check policies on file by December 31, 2020. The law also allows libraries to use the Indiana State Police for this service. Mr. Holman indicated with a new policy, TCPL would continue to use its current provider or another third party to do its background checks. The Board discussed the draft policy written by Human Resources Coordinator, Steve Berman. The policy incorporates TCPL's current practice for background checks. Vice-President Bultinck asked the pleasure of the Board in taking action or not. Mrs. Springer moved to accept and approve the new Background Check Policy. Mr. Lahr seconded the motion. The motion passed. Next, the County Librarian presented information on another aspect of SEA 410. As another part of the new law, by October 1st, 2020, TCPL is required to select and declare a fiscal body through an adopted resolution. This resolution must be filed with the Indiana State

Library. This activity is to confirm who TCPL would be subject to in a binding review of its budget submission. TCPL has consistently used the Tippecanoe County Council as its fiscal body for additional appropriations and issuing new bonds. The Board reviewed the one page document and decided to approve the resolution. Mr. Hawkins moved to adopt the Resolution to declare a fiscal body as presented. Mrs. Springer provided a second to the motion and the motion passed.

Finally, under the heading of **New Business**, the Board considered a draft job description for a new position in the Automation department. Mr. Holman acknowledged the Board's Personnel committee did not have a chance to meet and discuss the new position. He stated that for two decades, TCPL heavily relied on Automation Coordinator, Tom Funkhouser to handle and resolve the majority of the library's technology challenges. Knowing for several years Tom's duties needed to be shared and delegated, TCPL is finally doing something about it. Divisional Librarian Neal Starkey has created a new position, Automation Analyst, to work alongside Tom to help TCPL achieve its technological goals. Tom will participate in making assignments for the new position. A draft job description was shared with the Board. The classification of the position is equal to the professional librarian position. The Board discussed this draft job description position. The Board decided to defer the review of the draft job description, and its place in the TCPL organization chart, to the Personnel committee. The committee will make a recommendation to the full Board under Old Business at its next meeting.

Under the heading of **Other Business**, Mr. Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 30018 through 30104. The prewritten claims were \$246,575.13 and the regular claims were \$127,399.11 for a grand total of \$373,974.24. Mrs. Springer seconded the motion. The motion passed.

Under **Comments from the Director**, the County Librarian mentioned two things. First, he commented on the upcoming steps connected with the development of the new Strategic Plan. One of those steps includes a one-hour meeting with the Board of Trustees and a four-hour retreat with the Board as well. Mr. Holman discussed potential dates for the first one-hour meeting. The Board agreed to meet at 5:45 p.m. on Tuesday, October 6th, just prior to the regular Board meeting. The four-hour retreat will be scheduled at a later date. Next, Mr. Holman stated to the Board that TCPL will remain closed on Sundays for the immediate future. He does not believe there is enough library business to have staff in on Sundays at this time. This decision will be reviewed again in the fall of 2020.

Mr. Hawkins moved to adjourn the regular Board meeting at 8:02 p.m. Mrs. Springer seconded the motion. The motion passed.

Mary Springer, Secretary

EXHIBITS AND OTHER MATERIALS REFERENCED IN THESE MINUTES CAN BE INSPECTED AND COPIED IN THE ADMINISTRATIVE OFFICE, TIPPECANOE COUNTY PUBLIC LIBRARY, 627 SOUTH STREET, LAFAYETTE, INDIANA 47901-1470.

County Librarian's Report

October 2020

1. The Planning Team working on the logistics for the development of the new strategic plan met via Zoom for the first time on Thursday, October 1st. Along with five staff members and two Board members, two community members, Amy Wood with L.A.R.A. and Michelle Brantley with G.L.C. are members of the Planning Team. Consultant Amanda Standefer led the group through several topics including the time line for the project and the three major phases of the process.
2. This year, TCPL is participating in a low key way with the mostly Purdue sponsored Fall 2020 Big Read (BR) program. The selected title is Naomi Novik's *"Spinning Silver"*, a fantasy novel that re-envision's the fairy tale "Rumpelstiltskin". Because the kick-off reception for the BR did not occur in March as scheduled, communication and participation by TCPL has been limited. In early October TCPL will have "honor copies" of the title available to library customers. Forty copies of the book were provided to TCPL by the English Department of Purdue University
3. The application to Indiana Bond Bank (IBB) was completed and electronically submitted. The application was for a \$300,000 loan to fund the purchase of a new vehicle for outreach services in the community. The IBB is "shopping the application around" to see the best interest rate TCPL can get with the loan. The loan would be funded through various lending institutions. The funding of the loan and formal paperwork is expected to be completed by November 2, 2020.
4. A new MLS department head joined TCPL in the person of Angela White who is the new Branch Manager at the Klondike Branch. Angela came to TCPL from the Crawsfordville Public Library where she most recently served as the IT Manager and interim Head of Circulation. Also, at Klondike, construction repairs have started to correct the problem of the building overhang on the north side of the building.
5. For the month of September, TCPL acknowledged and promoted National Library Card sign-up month. As part of the annual celebration each September, TCPL provides a simple give-away and stickers to each person who gets a new library card. TCPL waives the \$1 fee for library customers who get a replacement card. Thus far 326 new library cards have been issued and 267 replacement cards throughout the system.
6. The "Declaration of Fiscal Body" resolution has been sent to the Indiana State Library as required by SEA 410. The County Librarian attended the monthly meeting of the Tippecanoe County Council to present information and answer questions on the resolution. The Council was supportive of the resolution once they understood their role in the activity and with advice and interpretation from their attorney.
7. There is one major construction based activity that remains unresolved at the new Wea Prairie Branch. In late fall, a soil erosion issue was discovered at the southwest corner of the retention pond. Kettelhut, Schneider Geomatics, and the County Librarian have discussed the matter and reached an agreement for a specific approach. There is consensus that the repair must be a long term solution. Whatever is done will be covered by the one-year warranty with Kettelhut. The question remains what is the total cost of this approach and how long will it take to do the work? More details will be shared at a later date.
8. The County Librarian will participate in a special walking tour of the Wabash Avenue neighborhood. The "Walk the Plan" tour will offer the opportunity for walking guests to hear about several key individuals who contributed to the development and success of the Wabash neighborhood. The County Librarian will present biographical information of Dr. Thomas Chestnut in the third person.
9. The County Librarian plans to participate in the Library Journal Virtual Summit on Tuesday, October 6th. The theme of the summit is *"What's Next? Libraries Adapt to the New Abnormal"*. The summit is free with featured speakers from across the country.

